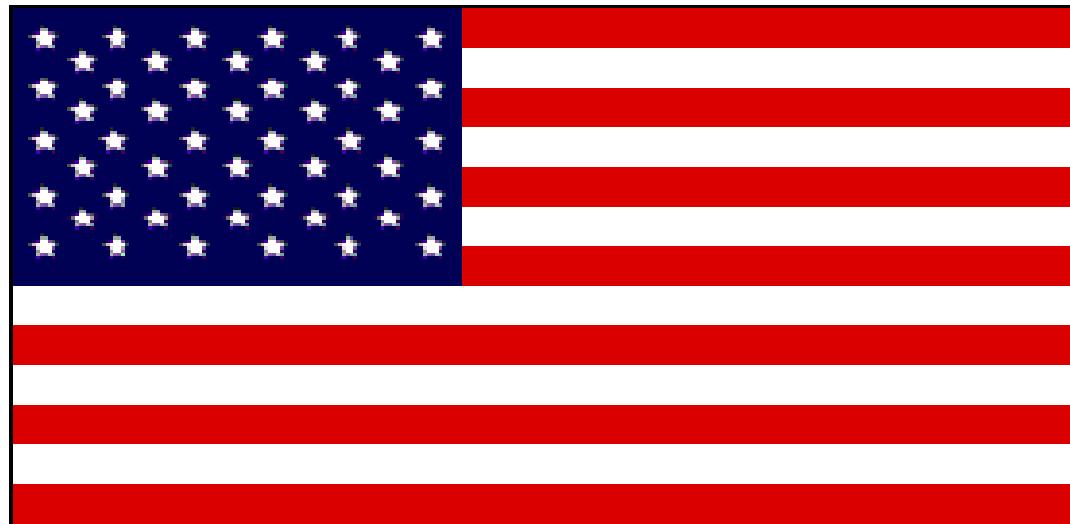




IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Reassignments Briefing



ALOHA!

**WELCOME TO MPD
REASSIGNMENTS SECTION
LEVY BRIEFING**



Reassignments Briefing



INTRODUCTION

BRIEFING BY THE FOLLOWING OFFICES:

- TRANSPORTATION OFFICE
- HOUSING OFFICE
- ACS
- TRICARE
- FINANCE
- REASSIGNMENTS SECTION

404th Army Field Support Brigade



Transportation

Personal Property Preparing Office

(Outbound HHG, UB, NTS, POV – for PCS, ETS/Sep, RET)



01 June 2015

**UNCLASSIFIED /
EQUO**

404th Army Field Support Brigade



- **REQUIRED DOCUMENTATION** (*what to bring*)
- **ARRANGING APPOINTMENTS:**
 - 1) 1-on-1 Individual Counseling Appt (*next available, usually weeks out*)
 - 2) 1-on-1 Individual SAME-DAY/Walk-in Counseling Appt (*1st-come, 1st-serve basis*)
 - 3) DP3/DPS Self-Counseling & Completion/Validation Appt (*puts some control within your hands - you read & type - shortest type of appt, much more openings & availability*)
 - 4) Group Counseling Appt (*weekly Wednesdays, and other days available during peak/summer times when granted overtime*)
- **WHAT HAPPENS AT APPOINTMENTS**
- **OFFICE LOCATION, HOURS, CONTACT INFO**

01 June 2015,

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REQUIRED DOCUMENTATION: REQUIREMENTS

➤ **COMPLETE set of ORDERS (PCS, ETS/Sep, or RET
Orders)**



- If you do not have orders we CANNOT see you!**
- Name, Rank, SSN, Dependents** - ALL Must be Exactly CORRECT

➤ **COMPLETE Personal Property Pre-counseling Worksheet, with all required information:**

- **Soldiers' full name / Rank / Social Security Number, Email Address**
- **Duty, Home, Cell Phone Numbers (at least 2 working numbers)**
- **Estimated Weight for Pickup(s)** (*Look at Incoming shipment weight(s) -or- roughly estimate approximately 1,000 lbs per furnished room, adding for Large rooms, Garage or Large items*)
- **FULL Pickup address to include Street, Quad / Bldg # & Barracks Rm #, or Apt #**
- **NTS Removal?** (*Only if you have property in NTS & Direct Delivery Address to ship to*)
- **List LARGE ITEMS**



REQUIREMENTS



REQUIRED DOCUMENTATION:

➤ **Personal Property Pre-counseling Worksheet, ... what to put for DESTINATION?**

PCS = authorized to PDS/Next Duty Station

- ENTER CITY, STATE & ZIP Code of your PCS Assignment on Orders
- Shipping elsewhere could result in excess costs!

ETS/SEPARATION = authorized to HOR or PLEAD (per Orders)

- Shipping elsewhere could result in excess costs

RETIREMENT = authorized to HOS (Home of Selection)

- HOS can be any of the United States, unless HOR/PLEAD is outside U.S.
- HOS is irrevocable once declared
- You are not ready to see us unless you have made decisions/ready to ship, with a destination address, or made decision/desire to place HHG in (NTS) storage.

*In absence of service member ASSIGNED Special Power of Attorney
(SPOA) or General Power of Attorney (GPOA) GARRISON is required to*



PROCESS ARRANGE APPOINTMENTS (1):



1-on-1 Individual Counseling Appointment

(1) COME IN (BLDG 750, Soldier Support Center, back-side area)

immediately upon receiving orders, preferably 3months PRIOR to departure, to check on Next Available (1-on-1) Counseling Appt slot

(2) FAX IN Orders & CALL (808-655-1868)

immediately upon receiving orders, preferably 3months PRIOR to departure, to check on Next Available (1-on-1) Counseling Appt slot

- **Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays** & Trainings (as posted) **Wednesday closed for Group Briefings**
- **Self-Counseling will allow YOU to do your own 'counseling' by reading, educating yourself, selecting what you want based on what you are allowed, and then ONLY resulting in a 15min (per shipment) appt (+15min for POV) (instead WAITING to secure a 1hr, 2hr, or longer appt)**
- **NOTE: During peak/summer, next available appt slot is often 4-5 weeks out!**



PROCESS



ARRANGE APPOINTMENTS (2):

1-on-1 Individual

SAME-DAY/Walk-in Counseling Appt

***** FIRST-COME, FIRST-SERVE BASIS *****

COME IN, stand in line (doors open at 0730) immediately upon receiving orders, preferably 2-3months PRIOR to departure, to TRY for an available Same-Day/Walk-in Counseling slot

- Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays** & Trainings (as posted) **Wednesday closed for Group Briefings
- Self-Counseling will allow YOU to do your own 'counseling' by reading, educating yourself, selecting what you want based on what you are allowed, and then ONLY resulting in a 15min (per shipment) appt (+15min for POV) (instead WAITING to secure a 1hr, 2hr, or longer appt)
- **NOTE: During peak/summer, next available appt slot is often 4-5 weeks out!**



PROCESS



1-on-1 Individual APPOINTMENTS:

➤ **COUNSELING on Entitlements**

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ "Long term storage") **only if authorized & applicable**
- POV (Privately Owned Vehicle) Shipment
 - **ONLY 1 authorized per SM on orders!**
 - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**

➤ **REQUEST pack and pickup dates**

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- HIGHLY SUGGESTED:** Consolidate HHG & UB into 1 shipment, request partial delivery at destination.
- Be sure of dates; **NO CHANGES to dates**, unless orders amended, or emergency w/ justification and letter from commander.

*** Based on Hawaii moving industry workload

requirements, and closed out⁹ dates during peak times (often U.S. ARMY GARRISON, All requested)



PROCESS



ARRANGE APPOINTMENTS (3):

*****Self-Counseling*****

*****IF APPLICABLE (see next slide)*****

(1)At your Home Computer

(2)-or- COME IN to our Self-Counseling Lab

(3)VISIT: MOVE.MIL

- **(Request Self-Counseling ‘Completion/Validation’ Appt)**
- **Watch Video □ Register for DPS Account**
- **Perform DPS Self-Counseling □ Enter Shipment info into DPS**
- **Return for Self-Counseling ‘Completion/Validation’ Appt**

➤ **Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays** & Trainings (as posted) **Wednesday closed for Group Briefings**



You may NOT be able to use DPS to perform Self-Counseling depending upon the type of your personal property move

Customers in the following categories will NOT be able to use DPS to perform self-counseling

If you are in these categories you MUST make an appointment to see a Counselor to initiate your move. We recommended that you register for a DPS account so to track shipment(s), submit claim(s) (if necessary), and complete the CSS (customer satisfaction survey) about your move:

- If this is your **FIRST** personal property move.
- If this is your **LAST** personal property move (**Retirement or ETS/Separation**).
- If **storing or moving personal property** in conjunction with Contingency Orders. (**Deployment**)
- If **storing or moving personal property** ¹¹ in conjunction with a ~~US. ARMY GARRISON, HAWAII~~ COCONUT, N



PROCESS



ARRANGE APPOINTMENTS (4):

(ADDED -- Wednesdays, starting 29 May 2013)

GROUP COUNSELING (CONUS PCS or ETS/Sep ONLY)

***** FIRST-COME, FIRST-SERVE BASIS *****

Unable to secure 1-on-1 appt, or same-day/walk-in, and/or unable to do Self-Counseling secure

COME IN: Request next available Group Counseling slot

(slots fill up fast, only 1x a week, [except more during Peak/Summer when approved], 3 briefings, 25 per briefing)

- 0730-1130: Schofield Trans-PPPO office closed & ALL PPPO employees will be focused on TYPING/ PREPARING paperwork & packets for the GROUP(s).
 - **1200-1300: GROUP (25ea) Counseling Briefing #1.**
 - **1300-1400: GROUP (25ea) Counseling Briefing #2.**
 - **1400-1500: GROUP (25ea) Counseling Briefing #3.**

- 1500-1630: With office closed, All PPPO employees will be focused on



PROCESS



GROUP COUNSELING APPOINTMENTS:

➤ **COUNSELING on Entitlements**

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ "Long term storage") **only if authorized & applicable**
- POV (Privately Owned Vehicle) Shipment
 - **ONLY 1 authorized per SM on orders!**
 - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**

➤ **REQUEST pack and pickup dates**

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- HIGHLY SUGGESTED:** Consolidate HHG & UB into 1 shipment, request partial delivery at destination.
- Be sure of dates; **NO CHANGES to dates**, unless orders amended, or emergency w/ justification and letter from commander.

*** Based on Hawaii moving industry workload

requirements, and closed out¹³ dates during peak times (often U.S. ARMY GARRISON, All requested)



PROCESS



APPOINTMENTS cont'd...

POV arrangements:

➤ **POV - VPC Worksheet:** Once you are done submitting ALL required documents to Transportation, and request for POV shipment with your applicable appointment, you will receive a VPC worksheet - showing auth VPC & thus be able to turn in POV at the VPC.

- PCS = closest VPC to PDS/Next Duty Station
- ETS/Separations = closest VPC to HOR/PLEAD
- Retirement OR Disability/Separation Pay* = closest VPC to HOS

(*with at least 8 yrs continuous active service*)

➤ **VISIT website to make an appointment - HIGHLY RECOMMENDED!**

Horizon Lines' Terminal, Pier 51-B, Sand Island Access Road

Monday - Friday / 0800-1500 U.S. ARMY GARRISON,



PROCESS

(TRAVEL INFO)



➤ TRAVEL

- **Travel is arranged directly with CWT (Carlson Wagonlit Travel) Offices, either on Schofield or at Fort Shafter.**
- **Travel is based on what is Authorized per your ORDERS only!**
- **Any personal choices (times, locations, pets, airlines, etc...) are discussed with CWT** (if you want to fly somewhere other than authorized, we suggest you see CWT for your travel arrangements **before** scheduling your HHG's & POV shipment).
- **Plan ahead if you have PETS!**

Carlson Wagonlit Travel

Monday - Friday / 0730-1600

Closed federal holidays & for training (as posted)

For Questions, Call:

1-800-349-8231 Schofield / 1-800-

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RE-DEPLOYMENT

Upon return from deployment, if Soldier receives (or is expecting to receive) new PCS, ETS/SEP or RETIREMENT Orders in a relative amount of time following Re-deployment - the HHG Storage may be released (and should be released) directly from storage and shipped outbound to the new PDS, HOR/Plead, or HOS on the NEW Orders in lieu of local delivery/ release.

***Partial release can also be requested
(Release some items on inventory needed while***



404th Army Field Support Brigade
Transportation -
SB-PPPO - Contact Info



**Schofield Barracks - Soldier
Support Center
Transportation - PPPO**

(Personal Property Preparing Office)

**Bldg 750, Ayers Ave
(808) 655-1868**

Mon, Tue, Thu, Fri / 0730-1630

Closed on Federal holidays, Wednesdays & for
trainings (as posted)**

****Wednesday closed for Group Briefings****

01 June 2015
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404th Army Field Support Brigade
Transportation -
FS-PPPO - Contact Info



**Fort Shafter - Aloha Center
Transportation - PPPO**

(Personal Property Preparing Office)

**Bldg S330, 217 Montgomery Rd, Rm
201**

(808) 438-3276

**Monday-Friday / 0730-1630 (*schedule as
indicated below*)**

**Closed on Federal holidays and trainings (as
posted)**

*01 June 2015
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GAR*

➤ **0730-1100: Pre-scheduled Appointments (office**



Island Palm Communities



LEVY Brief

Building Quality Communities for America's Military Families



Island Palm Communities



DO YOU RESIDE ON POST?:

12 Month Lease is Enforced

PCS, ETS, Deployment Orders will allow for early termination with appropriate documentation if less than 28 days (advisable - 3 business days from receiving orders) with supporting documentation and written request, otherwise, *28 day notice to vacate is required!*

PCS MOVE or ETS MOVE:

- ✓ Determine/Set-Up Departure Date
- ✓ File 28-Day Notice to Vacate with Community Center
- ✓ Meet with Transportation, Set-Up HHG's Ship/Pack Date
- ✓ Book your Flight(s)
- ✓ Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities

Housing Services Office handles all TLA related matters!

HSO can be contacted at:

Schofield Barracks: (808) 655-3073

Ft. Shafter: (808) 438-1518



Island Palm Communities



DEPLOYMENT:

If you know someone who is getting ready to leave due to a Deployment & is relinquishing IPC housing:

- ❖ **Review "Why Stay Hawaii" Brochure before making decision.
(Brochures are available at Community Centers and Regional Offices)**
 - **Housing Priority, HHG/POV Shipment/Storage, COLA, are all affected**
 - **No outbound TLA except for approved ERD, No inbound TLA**

- ✓ **Determine/Set-Up Departure Date**
- ✓ **File 28-Day Notice to Vacate with Community Center**
- ✓ **Meet with Transportation, Set-Up HHG's Ship/Pack Date**
- ✓ **Book your Flight(s)**
- ✓ **Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities**

****If someone is clearing on your behalf, RCI SPOA (or GPOA & Finance SPOA) is required****

Island Palm Communities

VISIT YOUR COMMUNITY CENTER ASAP:

Provide the following documents/information:

- ✓ **Copy of Your Orders**
- ✓ **Flight Itinerary**
- ✓ **Date of HHG's Pack Date**
- ✓ **Complete the Notice to Vacate form**

COMMUNITY CENTER STAFF WILL ADVISE YOU ON THE FOLLOWING:

- ✓ **Rent Payment - Is collected in arrears, via allotment**
 - PCS/Deployment: **DO NOT** stop your allotment.
 - ETS: **Must pay Pro-Rated Rent up front; BAH ends when SM clears Hawaii.**
- ✓ **Pro-Rated Rent Refund Process * 2 weeks from 1st of following month**
- ✓ **Delinquent Rent & Damage Charges*** MUST be paid before housing clearance**
- ✓ **Set-Up a Move Out Brief/ Session Appointment**
- ✓ **Set-Up a Final Inspection Date/Time of your home**
- ✓ **Set-Up Loaner Furniture delivery after HHG's goods have been packed**
- ✓ **Self Cleaning**
- ✓ **IPC Cleaning (Basic Cleaning Only - Additional Charges May Apply)**

****If someone is clearing on your behalf, RCI SPOA**



Island Palm Communities



PRIOR TO FINAL INSPECTION:

Call Maintenance on issues that need immediate attention

- ✓ Non-urgent maintenance issues or those you do not feel are necessary while you are still here can be done after you leave
- ✓ Mention these maintenance needs to IPC during the Move Out Brief/Session

Dispose of any unwanted items

- ✓ Hazardous waste/items, such as car battery, a/c unit, propane tank **MUST** be taken to the appropriate facilities. (Please ask IPC where to take your hazardous waste/materials)
****DO NOT leave them on the street or with your regular trash.
Normal trash pick up will not dispose these items. Charges applied for disposal.****

Restore yard/lawn area as per instructions

- ✓ Discuss with IPC if improvements in your lawn can be left as is



Island Palm Communities



Aloha (Loaner) Furniture can be left behind

- ✓ IPC will verify number of pieces and condition
- ✓ Charges may apply for damaged items

Clean the Home

- ✓ Do it Yourself - See Community Center for cleaning instructions
- ✓ Mop, Sweep Floors, Vacuum, Possible Carpet Steam Cleaning, Clean Kitchen, Refrigerator/Range Clean Thoroughly, Laundry Room, Bathrooms, etc...
- ✓ Additional cleaning charges may apply for heavily soiled/dirty items (Oven Range/Refrigerator, etc..)
- ✓ Additional charges may apply for removal of personal items

Additional information can be found at www.IslandPalmCommunities.com

**If someone is clearing on your behalf, RCI SPOA
(or GPOA & Finance SPOA) is required**



Island Palm Communities



HOUSING CLEARANCE:

IPC will stamp your Installation Clearance Document

- ✓ If you requested Housing Clearance stamp prior to the Final Inspection, IPC will note that it is “Pending Final Inspection,” and you will not be cleared from the installation; therefore you must get the 2nd stamp.
 - ✓ Housing Termination Letter will be given after Final Inspection
 - ✓ Charges must be paid (if any) before clearance is obtained
-
- **Provide Us Feedback of your Housing Experience with IPC**
 - IPC's Move Out Survey
 - **Bring Termination Letter to Housing Services Office (HSO) for TLA**
 - ✓ Will also need Copy of Orders
 - ✓ Flight Itinerary
 - ✓ DA-31 Leave Form

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter - BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



Island Palm Communities



IF YOU LIVE OFF POST:

Visit the Housing Services Office at Schofield or Fort Shafter and be sure to provide the following documents/information:

- ✓ **Copy of Your Orders**
- ✓ **Flight Itinerary(s)**
- ✓ **Date of HHG Pack Date (DD 1299)**
- ✓ **Leave Form (DA31)**

**HSO will stamp your Installation Clearance document
TLA = Housing Services Office handles all TLA related matters**

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter - BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



Island Palm Communities



Questions?

**Aliamanu 275-3840
275-3820**

**Tripler 275-3820
275-3780**

**Hamilton 275-3720
275-3770**

Santa Fe 275-3730

AMR 275-3860

Canby 275-3760

Kalakaua 275-3740

Wheeler 275-3790

Ft. Shafter

Helemano

Porter

**Schofield Barracks: (808) 655-3073
Ft. Shafter: (808) 438-1518**

***On behalf of all the Team Members of Island Palm
Communities, we thank you for living with us & we wish
you a Safe Trip to your new home!***



Planning for Relocation



Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



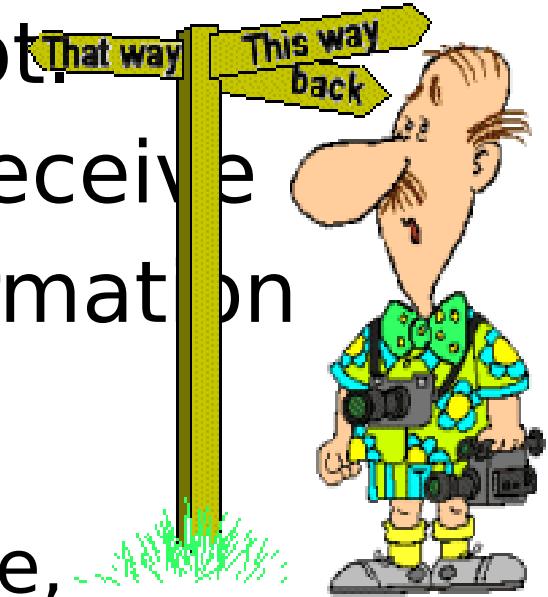
ACS Areas of Assistance

- Relocation planning
- Overseas Orientations (Required to out-process)
- Lending closet
- Financial Counseling
- Exceptional Family Member Support
- Employment Readiness Program

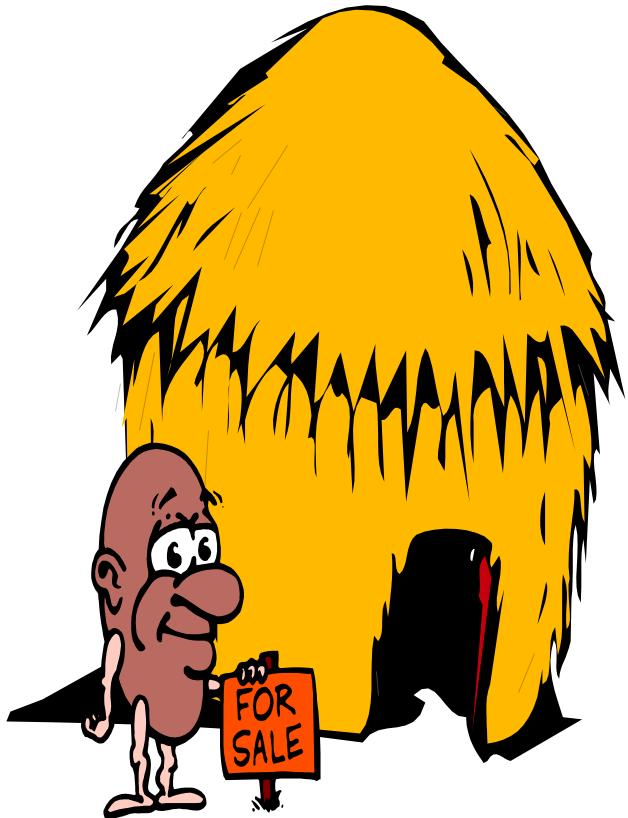
Relocation Planning

Schedule a one-on-one appointment with an ACS Counselor to receive planning assistance & information in the following areas:

Housing, education, child care, mini phone book, installation overview, benefits/entitlements, moving with pets, motor vehicles, sponsorship, and moving checklist.



Relocation Planning (Cont.)



Plan your own move
using the Military
Homefront website.

You can create a
calendar and “to do
list” as well as get
gaining installation
information.

Go to the following website:

[http://www.militaryhomefront.dod
mil/](http://www.militaryhomefront.dodmil/)

Things to consider:

- When to ship your Household goods and POV
- Temporary lodging
- Shipping your Pets
- Hand-carry your important documents
- Your Mail – Change of Address
- Pre-Departure and Start-Up Costs

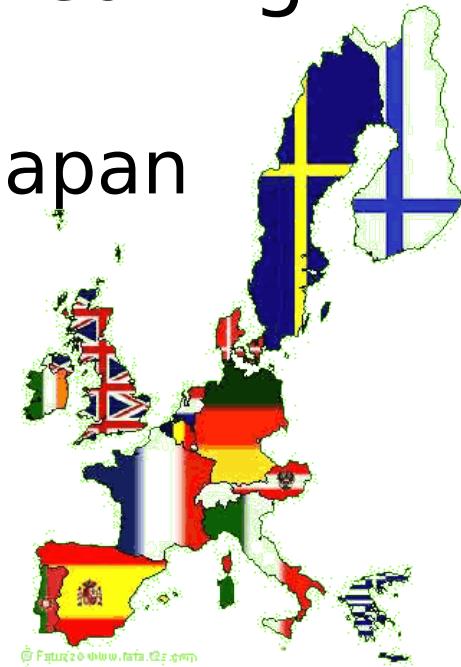




Overseas Orientation

Required to contact ACS when making
an overseas move prior to clearing.

- Information on Europe/Korea/Japan
 - Culture Adaptation/Shock
 - Unaccompanied Assignment



Lending Closet

- Temporary loan of household items
- Requires ID Card, copy of orders, and clearing papers.
- Must bring back items prior to clearing ACS





Lending Closet Items:

- Dishes
- Silverware
- Pots and Pans
- Cookware



- Cribs
- High Chairs
- Coffee Pot



EFMP Relocation Support

- Exceptional Family Member Program can help with the following:
 - Housing
 - School – Special Education
 - CYSS – Child Care



PCS Financial Counseling

Things to Consider:

- Are you keeping your current bank account?
 - Update all your Financial Institutions and TSP with your new address.
 - Balance your checking account before you close it.
- Do you have an emergency fund?
 - Recommended to have 2 months of base pay saved.
- Have you saved for PCS expenses (hotel, rental car, shipping pet)?

Financial Considerations

Pay Changes:

- Loss of COLA
- Lower BAH
- Loss of spouse's income



How ACS Can Help:

- Projected LES
- Budget

Know Your Benefits

- Dislocation Allowance
- Travel Allowances
 - Per diem rates
 - Government meal rates
 - Mileage rates
- <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>



It's Your PCS Move

- Start saving now for a stress-free move
- Establish a spending plan, write it down & stick to it (involve your spouse)!
- Know your benefits and use them to your advantage





Out-Processing Briefing



Exceptional Family Member Program (EFMP)

If **no** Family members registered with EFMP, Army Community Service (ACS) office will clear Soldier when out-processing.

If Family members **are** registered with EFMP, ensure registration is up to date.

- Contact **EFMP Tripler Office** at **(808) 433-4441** to check status
- To update EFMP records:

Medical enrollment, use DD Form 2792, completed by physician

Educational enrollment, use DD Form 2792-1, completed by child's school

- Obtain forms at link below or visit Army Community Service EFMP

<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>



Out-Processing Briefing



Exceptional Family Member Program (EFMP)

For EFMP enrollment, updating, or medical questions:

EFMP Tripler Army Medical Center
7th Floor, A Wing, Ocean Side
(808) 433-4441

For EFMP resources or assistance at gaining installation:

EFMP Army Community Service - Schofield Barracks
2091 Kolekole Avenue
(808) 655-4ACS

EFMP Army Community Service - Ft. Shafter
217 Montgomery Drive
(808) 438-4ACS



Planning for Relocation



Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



TRICARE®

Your Military Health Plan

Permanent Change of Station

Updated February 2015

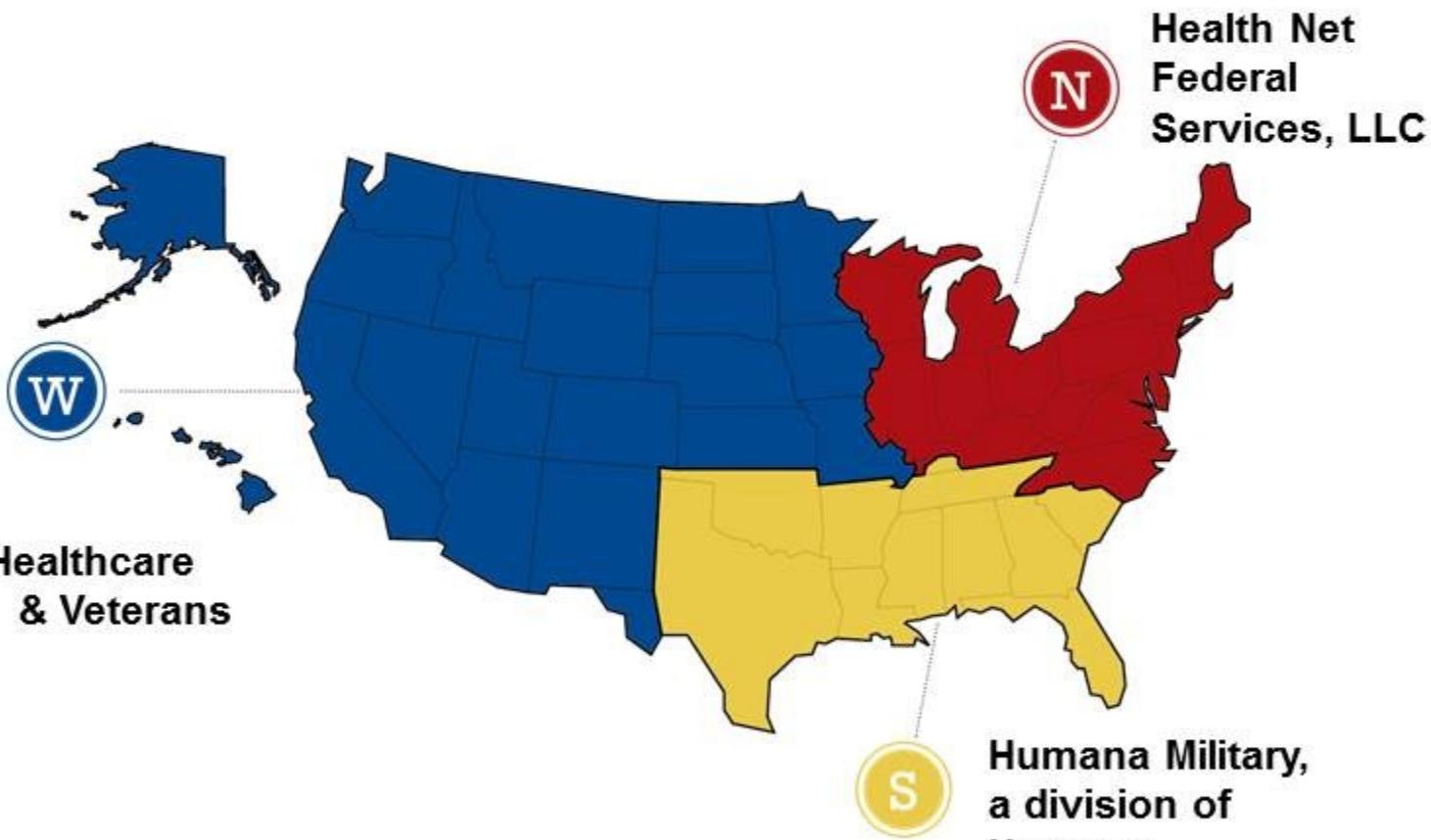


TRICARE is a registered trademark of the Department of Defense,
Defense Health Agency. All rights reserved.

What Is TRICARE?

TRICARE Stateside Regions

TRICARE is available worldwide and managed regionally.



What Is TRICARE?

TRICARE Overseas Program

The TRICARE Overseas Program is managed through three geographic areas.



Latin America and Canada

Canada, the Caribbean Basin, Central and South America, Puerto Rico, and the U.S. Virgin Islands

Eurasia-Africa

Africa, Europe and the Middle East

Pacific

Asia, Guam, India, Japan, Korea, New Zealand, and Western Pacific remote countries



Planning for Your Move

Staying Covered When Moving

- ADSMs must be enrolled in a TRICARE Prime option.
- Do **not** disenroll from TRICARE Prime or TRICARE Prime Remote. Your current coverage will continue until your enrollment transfer is completed after you arrive at your new location.
- Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- Inform your current regional contractor about your upcoming move.
- Learn about TRICARE options in your new location.



Planning for Your Move

Ongoing Medical Care

Before moving, sponsors and dependents should:

- Request copies of medical and dental records
- Fill/refill prescriptions
- Plan ahead for routine medical care
- Keep a list of providers' phone numbers
- Coordinate services for family members with special needs



Getting Care While Traveling
How to Get Care During Your Move

Type of Care	TRICARE Prime	TRICARE Standard and TRICARE Extra
Emergency (immediate)	Call 911 or go to the nearest emergency room	
Urgent (within 24 hours)	Contact your primary care manager (PCM)	See any TRICARE-authorized provider
Prescriptions	<ul style="list-style-type: none">Military treatment facility pharmacy: www.tricare.mil/mtfTRICARE retail network pharmacy: www.express-scripts.com/TRICARE or 1-877-363-1303	



TRICARE Benefit at Your New Location
Keep DEERS Up to Date

- Make sure your military orders reflect your correct information and unit of assignment.
- Remember to update DEERS whenever there is a change in the family (e.g. *marriage birth, adoption, divorce, death*) or when you move. New family members must be registered in DEERS.
- Update your contact information in DEERS within 30 days:
 - Online: <http://milconnect.dmdc.mil>
 - Phone: 1-800-538-9552
 - Fax: 1-831-655-8317
 - By visiting a uniformed services ID card-issuing facility: www.dmdc.osd.mil/rsl
 - More information: www.tricare.mil/deers



TRICARE Benefit at Your New Location

TRICARE Prime Enrollment

- Updating DEERS does **not** transfer your TRICARE Prime enrollment.
- You may call your current regional contractor to transfer TRICARE Prime enrollment

OR

- Complete the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form* (DD Form 2876).
- Ways to access the form:
 - Beneficiary Web Enrollment (BWE) Web site: www.tricare.mil/bwe
 - Online: www.tricare.mil/forms



TRICARE Benefit at Your New Location

TRICARE Prime and TRICARE Prime Remote

- TRICARE Prime:
 - Available near a military treatment facility (MTF) and other areas with established TRICARE networks, or in areas where the US Family Health Plan (USFHP) is offered
- TRICARE Prime Remote (TPR) and TRICARE Prime Remote for Active Duty Family Members (TPRADFM):
 - Available to ADSMs who live and work in remote locations (*more than 50 miles from an MTF*) and eligible family members residing with them
 - Find out if you live in a remote area at www.tricare.mil/TPRZipCode.



TRICARE Benefit at Your New Location
US Family Health Plan (USFHP)

- USFHP is a TRICARE Prime option available in six service areas across the United States.
- USFHP enrollees may not use military treatment facilities (MTFs) (*except in emergencies*).
- Web site: www.usfhp.com



TRICARE Benefit at Your New Location

TRICARE Overseas Program Options

- ADSMs and **command-sponsored** family members:
 - TRICARE Overseas Program (TOP) Prime
 - TOP Prime Remote
 - TOP Standard (*for family members only*)
- Family members who are **not** command sponsored:
 - TOP Standard
- International SOS Government Services, Inc. administers the overseas program benefit.
- Web site: www.tricare-overseas.com



TRICARE Benefit at Your New Location

Active Duty Dental Benefits

- No enrollment is necessary.
- Where possible, care is provided by military dentists.
- Active Duty Dental Program (ADDP):
 - Benefit administered by United Concordia® Companies, Inc.
 - Available with military dentist referrals or to those living and working in remote locations
 - Need an Appointment Control Number (ACN) to get care
 - Web site: www.addp-ucci.com



TRICARE Benefit at Your New Location

TRICARE Dental Program (TDP)

When moving:

- Do **not** disenroll family members from TDP.
- Update your account with MetLife®.
- Find a participating dentist at www.metlife.com/tricare or by calling 1-855-638-8371.



Benefit Information
TRICARE Pharmacy Program

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs ¹
	Generic	Brand Name	
Military Pharmacy <i>(up to a 90-day supply)</i>	\$0	\$0	Not available
TRICARE Pharmacy Home Delivery <i>(up to a 90-day supply)</i>	\$0	\$16	\$46
TRICARE Retail Network Pharmacy <i>(up to a 30-day supply)²</i>	\$8	\$20	\$47 ³

1. Approval is required for ADSMs. Non-formulary drugs may be obtained free of charge by ADSMs only if medical necessity is established. All other beneficiaries will pay the copayments listed above. Medical-necessity information should be submitted along with the prescription. For more information, visit www.tricare.mil/pharmacy.
2. To have a 90-day supply of a prescription filled, pay the copayment for each 30-day supply.
3. Some non-formulary drugs are only covered through home delivery. Check with Express Scripts, Inc. before filling prescriptions for non-formulary drugs at a retail network pharmacy.



Benefit Information

TRICARE Pharmacy Program (*continued*)

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs
	Generic	Brand Name	
Non-Network Pharmacy <i>(up to a 30-day supply)</i>	TRICARE Prime options: 50% cost-share applies after point-of-service (POS) deductible is met		TRICARE Prime options: 50% cost-share applies after POS deductible is met
	All other beneficiaries: \$20 or 20% of the total cost, whichever is greater, after the annual deductible is met		All other beneficiaries: \$47 or 20% of the total cost, whichever is greater, after the annual deductible is met



Other Important Information

TRICARE Self-Service Options Online

Easily manage benefits at home or on the go via secure Web sites. On www.tricare.mil, the “I want to ...” section allows you to:

- Enroll in or purchase a plan
 - File or check a claim
 - View referrals and prior authorizations
 - Find a doctor
- ... and much more!



Your Checklist

Moving with TRICARE

Before You Move:

- Do **not** disenroll from TRICARE Prime.
- Contact your current regional contractor to begin transferring enrollment.
- Verify DEERS information.
- Fill prescriptions.
- Get copies of medical and dental records.
- Make sure you have your current PCM's phone number.
- Coordinate special care needs.



Your Checklist

Moving with TRICARE

On the Road:

- For urgent and routine care, call your PCM to coordinate care.
- For emergency care, no referral is required; call 911 or go to the nearest emergency room.

At Your New Location:

- Update DEERS.
- Finish transferring TRICARE Prime enrollment, if applicable.
- If you are enrolled in the TRICARE Dental Program, provide your new contact information to MetLife.





MEDICAL RECORDS

**All Records MUST be mailed
No one is allowed to Hand Carry Records**

Active Duty Health Records - Bldg 679, Phone 808-433-8200

- To begin the process of transferring medical records to your next duty station, you will need orders, dental records and clearing papers.
- Your records will be mailed to your next duty station

Family Member Records - Bldg 676, Phone 808-433-8483

- To begin the process of transferring medical records to the next duty station, you will need a Military ID and your sponsor's orders.
- Your records will be mailed to the next duty station.

For Information and Assistance

Stateside Regional Contractors

TRICARE North Region

Health Net Federal Services, LLC
1-877-TRICARE (1-877-874-2273)
www.hnfs.com

TRICARE South Region

Humana Military, a division of
Humana Government Business
1-800-444-5445
Humana-Military.com

TRICARE West Region

UnitedHealthcare Military & Veterans
1-877-988-WEST (1-877-988-9378)
www.uhcmilitarywest.com

General Contact Information

TRICARE Web Site: www.tricare.mil

Contacts: www.tricare.mil/contactus

Defense Health Agency—Great Lakes:
www.tricare.mil/greatlakes

Overseas Regional Contractor

International SOS Government Services, Inc.
www.tricare-overseas.com

Eurasia-Africa:

+44-20-8762-8384 (overseas)
1-877-678-1207 (stateside)

Latin America & Canada:

+1-215-942-8393 (overseas)
1-877-451-8659 (stateside)

Pacific:

Singapore: +65-6339-2676 (overseas)
1-877-678-1208 (stateside)
Sydney: +61-2-9273-2710 (overseas)
1-877-678-1209 (stateside)

Connect with TRICARE Online!



www.tricare.mil/media

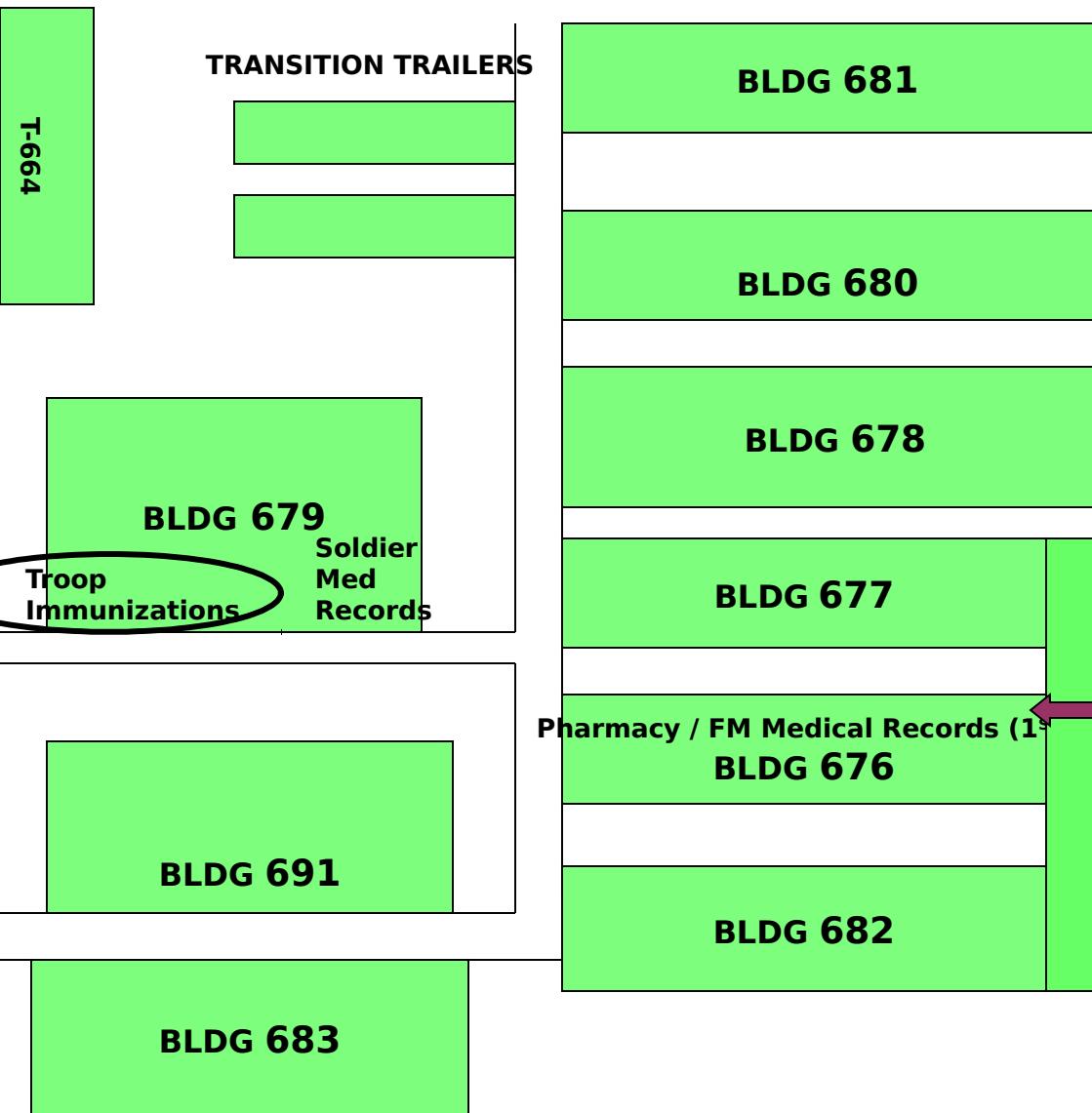


USAHC-SB MEDICAL OUT PROCESSING

- **Soldiers medically out process each TUES 1300 hrs and FRI 0900 hrs at USAHC-SB**
- **All will start at Troop Immunizations, bldg 679**
 - All Soldiers must be in a military uniform IAW Post Policy
- **All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements**
- **All out processing Soldiers will sign for their medical records**
- **Please start out processing at least 2 weeks prior to final date**
- **Please start Retirement/ETS Physical exams at least 2 months prior to final date**

USAHC-SB MEDICAL OUT PROCESSING

Refill Pharm
BLDG 695



USAHC-SB MEDICAL OUT PROCESSING

- All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements**

ALL- Periodic Health Assessment (PHA)

ALL- Post Deployment Health Re-Assessment (PDHRA)

ALL Female Soldiers- Well Woman exam

ALL- Out-processing Behavioral Health checks

PCS/RC- Vision Readiness screening

PCS/RC- Hearing test

PCS/RC- Routine Immunizations and PPD skin test

PCS/RC- Readiness related lab requirements

USAHC-SB MEDICAL OUT PROCESSING

- **SOLDIER MEDICAL RECORDS OUT PROCESSING**
- **Soldiers must provided 1 copy of orders for the medical records (MEDREC) to be shipped**
- **ETS-Retirement Soldiers must sign out dental records and turn in when out processing medical records**
 - **USAHC-SB each TUES 1300-1600 and FRI from 0900-1200, 1300-1600 hrs at Bldg 679.**

USAHC-SB MEDICAL OUT PROCESSING

- **FAMILY MEMBER MEDICAL RECORDS OUT
PROCESSING**
- **Soldiers with Family members (FM) must provide 1 copy
of orders with FM names shown for the FM medical
records to be shipped**
 - **USAHC-SB each TUES and FRI 1300-1600 hrs at Bldg
676.**
 - **Completed and signed FM MEDREC request in TCS
folder.**
 - **Soldier must have ID Card of Spouse and FMs 18
yrs/older at time of MEDREC pick up.**

USAHC-SB MEDICAL OUT PROCESSING

- **TRICARE Transferring to a new duty station**

It is the Sponsor/Family Members responsibility to complete a

TRICARE Region transfer or PCM change upon arrival at new duty

locations. If Sponsor/Family members have questions they should call

TRIWEST @ 1-888-874-9378

TRICARE Info for ETS and Retirements are part of the DHR Separation Briefings

USAHC-SB MEDICAL OUT PROCESSING

- **TRICARE Info Sheet**



**Microsoft Word
Document**



125TH FMSU FINANCE BRIEFING

U.S. ARMY GARRISON, HAWAII



AUDIT BAH STATUS

- Review your LES and your Unit's latest Unit Commander Financial Report (UCFR) with your S1/PAC Clerk to ensure your entitlements are correct (BAH, COLA etc)
- If your entitlements are incorrect we **WILL NOT** clear



CLEARING FINANCE

Attention

- Wounded Warriors will have to out-process through the WWPO
- SMs belonging to Fort Shafter need to clear Finance via Fort Shafter

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AGENDA

- ENTITLEMENTS
 - ADVANCE PAY
 - ADVANCE DLA
 - ADVANCE TRAVEL
 - TLA
 - TLE
- CLEARING FINANCE



ADVANCE PAY

- **ONE Month's advance pay may be requested at the losing duty station or the gaining duty station**
 - Calculated as SM's base pay minus deductions to include TSP, Alimony, Child Support, etc.
 - Recouped over a 12 month period
 - Can be requested at IOP 30 days prior to PCS departure OR 60 days after your PCS arrival at new PCS



ADVANCE PAY

- Who is entitled:

- E5 and Below **w/out** dependents are NOT entitled to an Advance Pay from the losing duty station (Unless Dual Military and on a Joint Domicile Assignment)
- E3 and Below **with** Dependents are authorized with CDR's signature
- E4 and above are authorized to sign and approve their own request for advance pay



ADVANCE PAY

- Required Documents to request Advance Pay
 - DD Form 2560 (Advance Pay form)
 - 1 copy of your PCS orders
 - 1 copy of DA 31 (Leave Form)
 - 1 copy of most current LES



ADVANCE DLA

- ADVANCE DISLOCATION ALLOWANCE (DLA)
 - Payable based on JFTR Regulations
 - **!!!SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA!!!**
 - Request for advance will be paid at 100%
 - **Note:** This is a travel advance and must be claimed on the PCS travel voucher (DD Form 1351-2) upon



ADVANCE DLA

- **ADVANCE DISLOCATION ALLOWANCE (DLA)**
 - **SM must be moving household goods and/or dependents**
 - **E5 and below w/out dependents are NOT entitled to Advance DLA (Unless Dual Military and you are on a Joint Domicile Assignment)**
 - **Only one SM of a Dual Military Couple, who are relocating together, is entitled to DLA**



ADVANCE DLA

- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance DLA requires 10-15 Business days to be processed
- DLA Rate is figured according to rank and w/ or w/out dependents
- **! ! ! SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA ! ! !**

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ADVANCE DLA

- Required documents to request Advance DLA:
 - 1 copy of PCS Orders (w/ dependents' names listed, if applicable)
 - 1 copy of DA 31 (leave form)
 - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
 - **!!!SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA!!!**



ADVANCE TRAVEL

- **!!!SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL!!!**
- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance travel requires 10-15 Business days to process



ADVANCE TRAVEL

- For each day of authorized travel, the following Per Diem rates apply:
 - SM - **\$129 per day**
 - Dependents 12 and older - **\$96.75 per day per dependent**
 - Dependents under 12 - **\$64.50 per day per dependent**

!!!SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL!!!



ADVANCE TRAVEL

- Required documents to request Advance Travel:
 - 1 copy of PCS Orders (w/ amendments, if applicable)
 - 1 copy of DA 31 (Leave form)
 - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
 - 1 copy of your POV Shipment form
 - **!!!SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL!!!**

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DEPARTURE TLA

- **Departure Temporary Lodging Allowance (TLA)**
 - **Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS lodging.**
 - **The Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.****
 - **SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed 10 days of Departure TLA.**



DEPARTURE TLA

- **ALL Departure TLA PAYMENTS** will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance office.
- All TLA packets will be turned into the Main Finance office (building 689) prior to scheduled departure . If Staying at the Inn at Schofield Barracks, submit at the front desk.



DEPARTURE TLA

- Required documents to process Departure TLA authorization letters are:
 - 1 copy of PCS, ETS, or Retirement Orders (w/amendments, if applicable). Family must be listed on PCS orders and be Command Sponsored to be entitled to Departure TLA
 - 1 copy of DA 31 (Leave Form) with approval signature and control number. Soldier Start leave date should be same as departure flight
 - 1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable). Late departure authorized after 1800 hrs.
 - DD Form 1299 (Household Goods Shipment)

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- IDC Housing Termination Letter (On post)



DEPARTURE TLA

Take the documents listed to the Housing Services Office (HSO), Schofield Barracks, Bldg 950, 215 Duck Road or HSO, Fort Shafter, Bldg 1004, 111 7th Street, for processing TLA.

ALL Departure TLA will be

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authorized through the



DEPARTURE TLA

- Required documents to process Departure TLA by Finance:
 - **Housing Memorandum (Departure TLA letter)**
 - **Statement of Non-Availability (if assigned to Oahu North)**
 - **1 copy of an Itemized Hotel receipt w/balance paid in full**
 - **1 copy of PCS Orders (w/amendments, if applicable)**
 - **1 copy of DA 31 (Leave Form) with approval signature and control number**
 - **1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable and are listed on orders and Command Sponsored)**

**DEPARTURE TLA WILL NOT BE PAID FOR
ANY DAY SOLDIER ON PCS, ETS OR**

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DEPARTURE TLA POC'S

- **125th FM Company Main Office (Bldg 689)**
 - Phone: (808) 655-1244/8930
 - Hours: M, Tu, W, F 0900 - 1600; **Closed Thursdays for STT**



TLE

- **Temporary Lodging Expense (TLE)**
 - TLE is intended to **partially reimburse** for lodging/meal expenses when a SM and/or dependent(s) occupy Temporary Quarters in **CONUS** due to a PCS
 - TLE is authorized when house-hunting is performed after the SM completes his PCS travel to the new PDS
 - Lodging must be within 50 miles of new PDS to be authorized
 - **TLE reimbursement is limited to 10 days** for a CONUS PDS



CLEARING FINANCE

SM MUST clear CIF prior to

clearing Finance Office

- **Clear our office 3 BUSINESS days prior to the date of your Final Out appointment.**
Required documents to clear:

- **Clearing Papers**
- **DA Form 5960 (Recertify BAH)**
- **1 copy of PCS Orders (w/amendments, if applicable)**
 - **Avail date on orders MUST match the DA 31 start date (block 10a)**
- **1 copy of DA 31 (Leave Form)**

Note: A Leave Form is required for ALL travel days.



COLA/BAH/FSH

- **COLA**
 - **COLA stops at the day prior of unit's departure date (DA31 block 10.a)**
- **BAH**
 - **BAH remains at the Hawaii rate until SM signs into new Permanent Duty Station**
 - **If TDY-en-route, BAH still remains at the Hawaii rate until signing into new Permanent Duty Station**
- **FSH**
 - **For Dual BAH or FSH, the Hawaii rate BAH stops the day prior to the day you depart your unit**
 - **FSA will terminate upon departure on PCS leave**



ADMIN NOTES

- TDY Enroute
 - All SM going TDY enroute to their next duty station must ensure they have a DD 1610, providing accounting classification(s), to accompany any PCS orders. Failure to do so may prohibit reimbursement for any expenses incurred during TDY period.
- Commercial Plane Tickets
 - Orders must state that SM is authorized to purchase commercial plane tickets utilizing their Individual Billing Account (IBA) established for reimbursement. Tickets must be purchased through Government Travel Office for reimbursement. Can not purchase tickets on-line or through travel agent.
- Baggage Claim
 - DFAS will reimburse for the first two bags charged that meet the requirements for reimbursement.



Hours of Operation

125th FMCO: IOP

Phone Numbers: (808) 655-0094/0095

Office Hours:

M, Tu, W, F: 0900 - 1600

Thursdays: *Closed* for STT

****Closed for Federal & USARPAC
Training Holidays****



Reassignments Briefing



- **25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII**
- **DIRECTORATE OF
HUMAN RESOURCES**
- **REASSIGNMENTS
SECTION**



Reassignments Briefing

GUIDELINES



Individual Reassignment Folder includes:

- Officer- ORB and RFO
- Enlisted - EDAS Printout
- ✓ DEROs/AVAL, Report date
- ✓ You must be in-place at the new duty station by the 10th day of the month.
- If Airborne assignment, please **Accept** or **Decline**.



Reassignments Briefing



AVAL DATE / DEROS DATE

AVAL/DEROS: The Eligible date to leave Hawaii.

- ✓ To leave earlier than DEROS date, Submit a DA Form 4187, for Curtailment thru S1 to appropriate G-1.
- ✓ To leave later than DEROS date, Submit a DA Form 4187 signed by O-5 thru S-1, requesting Aval Date adjustment. A justification is needed.
- ✓ For Report Date adjustment, Submit DA Form 4187, requesting an extension, signed by O6 to USARPAC UNCLASSIFIED
00 for PSDR units. Submit request to your MACOM for Non PSDR U.S. ARMY GARRISON, HAWAII



Reassignments Briefing



ENLISTED PCS RETAINABILITY

Soldier is required to have **12 months of continued service remaining after arriving at gaining unit, CONUS assignment. **36 months** for OCONUS assignment. (12/24 months for Korea)**

Enlisted Soldiers who Reenlisted for the assignment, see your Retention NCO if you need changes



Reassignments Briefing



ENLISTED PCS RETAINABILITY

- **FIRST TERMERS:** If you do not want to reenlist or extend to meet the retainability requirements, Sign the bottom of the folder which states:

**“I AM A FIRST TERM SOLDIER AND
DECLINE TO OBTAIN RETAINABILITY FOR
THIS ASSIGNMENT”**

- **CAREER SOLDIERS:** If you do not want to reenlist or extend to meet the retainability requirement, See Retention NCO and sign a **Declination of Continued Service Statement (DCSS) DA Form 4991-R.**

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Reassignments Briefing



REQUIREMENTS

- **Documents for Service Members with dependents:**
 - ✓ Copy of PCS orders bringing dependents to Hawaii
 - ✓ Dependent Travel Order/Space A
 - ✓ Command Sponsorship memorandum
 - ✓ Newly married: Copy of Marriage Certificate.
 - ✓ New born child: Copy of Birth Certificate.
 - ✓ Early Return of Dependent Orders (ERD)
- If Security Clearance is required see



Reassignments Briefing

COMMAND SPONSORSHIP



- **1st Term Soldiers must serve a 36 month “accompany tour” to be eligible for Command Sponsorship Benefits.**
- **Bona Fide Local Residents spouse maybe authorized Command Sponsorship without having 12 months remaining on the 36 month tour.**
- **Dual Military or Single Parent must request Command Sponsorship for 1st Child born on Island.**

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This is not automatic. You must apply.



Reassignments Briefing

OVERSEAS ASSIGNMENTS



Required Documents:

- ✓ DA Form 4036: Medical & Dental Preparation for Overseas Movement
- ✓ DA Form 5121: Overseas Tour Election Statement

All Army personnel and dependents over the age of 14 years are required to complete Antiterrorism Level 1 training prior to the PCS move. Access training at <https://atlevel1.dtic.mil/at/>



Reassignments Briefing

OVERSEAS ASSIGNMENTS



**Required documents to request
Dependent Travel:**

- ✓ DA Form 4787: Reassignment Processing
- ✓ DA Form 5888: Family Member Deployment Screening Sheet. Must be completed, signed and stamped by EFMP physician at Tripler Hospital.

**For appointments, call EFMP Clinic @
433-4441**

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✓ Government issued Official Passport



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PASSPORTS - PCS ONLY



FOR DEPENDENTS ONLY- ALL APPLICANTS MUST BE U.S. CITIZENS

- CLICK ON THE FOLLOWING LINK TO ACCESS THE APPLICATION:
HTTP://TRAVEL.STATE.GOV/PASSPORT/FORMS/DS11/DS11_842.HTML
- UPON COMPLETION, A BAR CODE WILL APPEAR ON THE FIRST PAGE, TOP LEFT CORNER. **DO NOT SIGN THE APPLICATION!** PASSPORT AGENT WILL WITNESS SIGNATURE AND VERIFY DOCUMENTS DURING INTERVIEW PROCESS
- PROVIDE **ONLY** ORIGINAL DOCUMENTS
- CONTACT PASSPORT AGENT AT (808) 655-7182 OR SCHEDULE APPOINTMENT
- PASSPORTS ARE ISSUED ONLY AFTER RECEIVING APPROVED CONCURRENT/DEFERRED TRAVEL AND DEPENDENTS ARE LISTED ON SERVICE MEMBER'S PCS ORDERS



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FORMS OF ORIGINAL DOCUMENTS REQUIRED



- CURRENT PASSPORT HOLDER, PROVIDE PASSPORT ALONG WITH APPLICATION
- BIRTH CERTIFICATE
- NATURALIZATION CERTIFICATE (IF APPLICABLE)/MILITARY ID/DRIVER'S LICENSE



Reassignments Briefing



COT Entitlements:

DD 4-1 Original Enlistment Contract/ORB is required to receive COT entitlement to Home of Record.

You must take COT travel in conjunction with PCS except when PCSing to Korea/Japan - COT may be deferred up to the end of your new tour if not traveling through CONUS.

Your Command Sponsored dependents are eligible for COT entitlement only when they are accompanying with you to new overseas duty station.

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Reassignments Briefing

Anthrax Vaccination



- ✓ IAW ALARACT 024/2007 released by the Surgeon General, the Anthrax Vaccination Immunization Program (AVIP) Resumption; Soldiers except those with applicable medical, and administrative exemptions are to resume the mandatory anthrax vaccination series.
- ✓ Soldiers PCS'ing or deploying to Korea Peninsula, CENTCOM AOR, who are assigned to special units with bio-warfare or bio-terrorism related missions and other units, must be vaccinated within 60 days of the deployment.
- ✓ Soldiers who received one dose of Anthrax in

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Reassignments Briefing

LEAVE TIME



- To take leave over 30 days and 10 days Permissive TDY, you must provide a copy of DA 31 signed by an O-5 or above.
- Select options of “Fly and Drive” or just “Fly”

Fly and Drive (CONUS only) - Fly from Hawaii to Los Angeles and drive POV
~~Fly Only~~ Flight to your gaining location.
POV is shipped to closest Vehicle Processing Center.



Reassignments Briefing

Out-Processing Office Locations



Schofield Based and Fort Shafter Units:
Schofield Barracks, Bldg. 750, Room 103B

**To obtain Clearing papers, visit
<http://www.garrison.hawaii.army.mil/dhr>**

**Click on the out-processing briefing slides
and follow the instructions. If you have any
questions, please call (808) 655-4274/1272.**

Briefing for Soldier's only due to limited space.

**No briefings on Federal Holidays. SM must
attend Out-Processing briefing **30 days** from
DEROS.**



Reassignments Briefing

STOP MOVE



If your unit becomes Stop Moved and you want to PCS, you must request an **Exception to Policy** to the appropriate G1.

Upon the approval of Exception to Policy, the S-1 must notify DHR-MPD in order to publish PCS Orders.



Reassignments Briefing

CIF Out Processing



Soldier must report to the CIF.

Contact 655-7154/9876 to schedule an appointment.

Required Items:

- ✓ **3 copies of their orders**
- ✓ **3 copies of their DA Form 4187 (assigning them to their unit)**
- ✓ **3 copies of the Commanders memorandum (if start the clearing process early)**

**Please call CIF at 655-7154/9876 for
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Reassignments Briefing



All Soldiers must bring the listed documents to your scheduled one on one appointment.

Officers: DA 5117-filled out

Enlisted: DA 5118-Page 3 filled out, MRC verified and signed by Medical Personnel and/or S1. Page 4&5 filled out/signed by the Soldier.

All Soldiers: DA 5960-filled out and submit to finance the day of your appointment.

Please bring PCS orders to Hawaii, listing dependents, ERD, Command Sponsorship Memo.

Any Soldiers without the required documents will be rescheduled



Reassignments Briefing

AFTER THE BRIEF



Orders will be published by priority.

Orders will be picked up by your S-1 only.

**Please contact S-1 for any amendment
or**

action required.

Question?





Reassignments Briefing

Contact Information



Officers: 655-4949/4629
Enlisted: 655-9490

